**DEPARTMENT OF THE ARMY**
US ARMY MEDICAL RESEARCH AND MATERIEL COMMAND
504 SCOTT STREET
FORT DETRICK, MARYLAND 21702-5012

REPLY TO
ATTENTION OF:

24 APR 2002

MCMR-RML    (735)

SUBJECT:  Policy Memorandum 2002-24, Excess Equipment Management Program (EEMP)

1.  This Policy Memorandum supersedes Command Policy Memorandum 95-02, 3 February 1995.

2.  References:

    a,  AR 40-61, 25 Jan 95, Medical Logistics Policies and Procedures.

    b.  AR 710-2, 31 Oct 97, Inventory Management Supply Policy Below the Wholesale Level.

    c.  ADSM 18-HL3-RPB-IBM-UM, 10 Mar 97, Army Medical Department Property Accounting System (AMEDDPAS) User's Manual, SCP 10.0.

3.  This memorandum provides guidance and establishes a uniform policy for the management and execution of an EEMP within the U.S. Army Medical Research and Materiel Command (USAMRMC).

    a.  It is applicable to all subordinate USAMRMC commands, activities, and supporting staff elements.

    b.  Its intent is to supplement current USAMRMC regulatory guidance until such time that this program is fully implemented within the Command and applicable USAMRMC logistics regulations are revised to reflect specific excess materiel management control practices, procedures, and reporting requirements.

4.  The EEMP is a U.S. Army Medical Command (USAMEDCOM) directed program that is to be fully implemented, monitored, and executed in accordance with (IAW) the above-cited references.  Primary goals of the EEMP are to:

    a.  Eliminate excess medical and nonmedical materiel no longer required to satisfy mission requirements.

    b.  Ensure timely and cost effective identification of excess materiel.

    c.  Manage excess materiel as a displaced resource that consumes resources and detracts from primary mission accomplishment.

d. Aggressively report and advertise excess materiel to enhance asset redistribution and use, reduce materiel acquisition costs, and reduce disposal requirements/expenses.

5. Policy Guidance.

a. This policy is applicable to all categories of excess property regardless of accountability, expendability, or cost.

b. All subordinate USAMRMC laboratories, commands, and activities maintaining separate property book accounts, manual or automated, or operating an authorized mission supply support activity (MSSA) account are to establish internal EEMP standing operating procedures in compliance with this Policy Memorandum and the above cited references.

c. Commanders, directors, and staff officials at all levels are to emphasize and fully support the merits of this program as a means to reduce capital equipment replacement and maintenance costs, redistribute needed supplies and equipment Command-wide, and reduce infrastructure costs associated with the management of excess inventories.

d. The USAMRMC Office of the Deputy Chief of Staff for Logistics (ODCSLOG) is to oversee the development and execution of the EEMP within the Command, monitor the value of excess reported and redistributed Command-wide, and utilize the Command Logistics Inspection Program to assess and validate program compliance and effectiveness.

6. Policy Directives.

a. Excess Identification and Reporting. Subordinate activities and supporting staff elements are to identify non-mission essential excess materiel within their organizations and take appropriate action to report and dispose of such excess in a timely manner.

(1) Subordinate activities are to fully utilize the functions and capabilities of the property management module of AMEDDPAS to identify and report accountable excess property for automated advertisement throughout USAMRMC and USAMEDCOM.

(2) Applicable activities are to electronically advertise expendable and durable excess materiel Command-wide IAW guidelines established in AR 40-61.

MCMR-RML
SUBJECT:  Policy Memorandum 2002-24, Excess Equipment Management
Program (EEMP)


        (3)  USAMRMC activities are to maintain manual or auto-
mated reports of excess equipment/supplies redistributed, transferred,
or turned in by line item and cost for internal audit and reporting
purposes.

    b.  Excess Redistribution.

        (1)  Approval for lateral transfer of excess equipment within
USAMRMC and USAMEDCOM is delegated to commanders and directors of
USAMRMC subordinate activities.  Lateral transfer transactions will be
accomplished only by accountable officers.  The following exceptions
to this approval authority are to be coordinated through the USAMRMC
DCSLOG:

        (a)  Excess equipment not identified on the AMEDDPAS Report
of Excess Equipment output report (RPBQD-R01).

        (b)  Equipment with a unit price exceeding $150,000.

        (c)  Excess materiel identified for transfer to other military
services within the Department of Defense (DOD)and to Federal or non-
Federal entities or organizations.

        (2)  Automated data processing equipment (ADPE) identified
through the Automated Resource Management System is eligible for
redistribution, transfer, donation, and disposal action IAW the
Defense Automation Resources Management Program as outlined in
reference 2a and 2c.

        (3)  The USAMRMC redistribution priority is 1-Local Command;
2-USAMRMC; 3-MEDCOM; 4-DOD activities; 5-Other Federal agencies; 6-
Qualified non-DOD entities; 7-Defense Reutilization and Marketing
Service (DRMS).

    c.  Excess Screening.  Excess screening is to be accomplished
prior to the initiation of any purchasing action.  In addition to
established local and Command excess reports, activities should use
the following resources to screen available excess materiel:

        (1)  Army Medical Department Excess Distribution database
with excess database links to the Air Force and Navy Medical
Departments at http://www.armymedicine.army.mil/usamma.
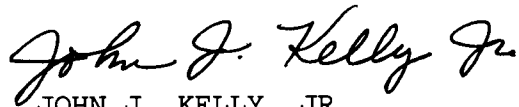
MCMR-RML
SUBJECT: Policy Memorandum 2002-24, Excess Equipment Management
Program (EEMP)


      (2) Reutilization, Transfer, and Donation Searchable
Asset Database located at http://www.drms.dla.mil.

7. The proponent for this policy is the USAMRMC Deputy Chief of Staff
for Logistics.

FOR THE COMMANDER:



JOHN J. KELLY, JR.
Lieutenant Colonel, MS
Secretary of the General Staff


DISTRIBUTION:
A plus
CDR, USAG, Fort Detrick (MCHD-IS)